

# Wisconsin Plan Review Submittal Requirements For Hospitals And Nursing Homes And Attached Building Areas with Other Uses

## **Where are building, HVAC and fire system plans for hospitals and nursing homes submitted?**

All building and HVAC plans with buildings that contain hospital and/or nursing home functions shall be submitted to the Department of Health Services (DHS), Division of Supportive Living at:

Bureau of Quality Assurance  
Plan Review Clerk  
P.O. Box 2969  
Madison, WI 53701-2969  
Phone 608-267-1442

Plans for plumbing systems, private onsite waste water treatment, elevators, boilers, mechanical refrigeration systems, etc. are required to be submitted to the Safety and Buildings Division.

## **An exception: When does the Safety and Buildings Division review health care facility building, HVAC, and fire system plans?**

S&B will only be involved in the **building, HVAC and fire system plan review** of a health care facility [hospital or nursing home], with attached non-healthcare uses; if the plan indicates an unpierced 4-hour firewall or a pedestrian access way separates the non-healthcare portions from the health care portion.

If that situation occurs, DHS will review the healthcare portion and S&B will review the non-healthcare portion, including the 4-hour firewall or pedestrian access way.

## **What happens when a joint review occurs?**

Upon DHS determination that a joint review will occur, DHS will contact S&B to schedule a plan review time for the non-healthcare portion. DHS will coordinate with the submitter and forward one copy of the properly signed and sealed plans along with the appropriate S&B fees and the completed S&B application form to the Madison S&B Office.

S&B will review the plan and email the plan review action letter to DHS for inclusion or as an attachment to the DHFS letter of review.

If the plan is held for additional information by either agency, plan revisions or additional information will again be submitted to DHS. DHS will forward one copy of the revised plan submittal to S&B. S&B will review the re-submittal within five working days of receipt by the S&B staff. Email will be used to send the letter to DHS to include with their approval correspondence to the submitter.

**How are the fees determined?**

Fees for that part of the building determined to be reviewed by Bureau of Quality Assurance shall be calculated utilizing the fee tables and instructions found on the Department of Health Services Plans

Approval Application Form DSL-2333

Fees for that part of the building determined to be reviewed by S&B shall be calculated utilizing the fee tables and instructions found on the Department of Commerce Buildings, HVAC, and Components Application For Review Form SBD-118.

**How is a preliminary review handled?**

Since DHS will be the primary contact for initial submittal, DHS will conduct the preliminary\* reviews and written question(s)/answer(s).

In cases where DHS determines that an unpierced 4-hour firewall separates the non-healthcare portion from the healthcare portion, DHS will forward those plans to S&B for preliminary review. The agency reviewing the portion of the building will conduct the written questions/answers for the respective part of the building that they will be reviewing and share with the other agency.

(\*NOTE: This term is used differently between agencies. DHS preliminary review is true comprehensive preliminary review and is usually mandated. S&B preliminary review is a written response to specific questions, not a cursory review of the project.)

**Who issues permissions to start?**

The reviewing agency will be responsible for issuing a permission to start on the portion it will be reviewing.

(NOTE: DHS may issue a permission to start for demolition prior to alteration work as well as for new footings and foundation work. S&B only issues permissions to start for footing and foundation work up to grade and does not require plan approval prior to demolition. S&B's permission to start procedure is to require either a footing and foundation or a complete building plan be submitted for review prior to issuance of a permission to start.)

**Can footing/foundation plans be submitted for review so construction work can begin before the complete building plans are finished?**

In lieu of complete plans, a designer may submit footing and foundation plans for review and approval, then submit the full building plans at a later date. These plans should also be submitted directly to DHS and the procedures mentioned above will be followed.

**How is a Petition for Variance filed?**

All petitions for buildings that contain health care facilities shall be submitted to DHS. DHS will follow procedures similar to those for plan review. Contact DFS for required forms.